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Document No. *Personnel*  
No Change in Class. ☐  
☐ Declassified  
Class. Changed to: TS S C  
Next Review Date: *12-13-78*  
Auth.: HR 70-3  
Date: *35 12-13-78* By:

25X1

# *personnel* INFORMATION LETTER

VOLUME I

DECEMBER

NO. 6

**MERRY****CHRISTMAS**

HOLIDAY GREETINGS  
FROM DIRECTOR OF PERSONNEL

WE ARE AT THE END OF A YEAR OF  
HARD WORK. WE HAVE SUCCESSFULLY COM-  
PLETED OUR REORGANIZATION, ADJUSTED  
OURSELVES TO A REDUCED CEILING, AND  
HAVE ENHANCED OUR PRESTIGE AS AN OFF-  
ICE IN THE AGENCY. THESE ACCOMPLISH-  
MENTS COULD NOT HAVE BEEN MADE WITH-  
OUT SUPERB TEAMWORK ON YOUR PART.

I AM PROUD TO BE ASSOCIATED  
WITH YOU.....

A MERRY CHRISTMAS AND A SUCCESS-  
FUL AND HAPPY NEW YEAR

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Harrison G. Reynolds**CONFIDENTIAL****SECRET**

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## PERSONNEL INFORMATION LETTER

Editor . . . . .  
 Assistants . . . . .



Published Monthly by  
 Office of Personnel

In the name of the Spirit of Christmas, we request your indulgence for this, our rather brief December issue. We were confronted with an earlier-than-usual release date and, of course, only a few shopping days left until Christmas!

We wish to express our very special thanks at this time to all our contributors, and to our friends whose assistance helps to make the Personnel Information Letter possible. And, to all of you in the Personnel Career Service, we wish a very

**MERRY CHRISTMAS!!**

The Information Letter Staff

### BLOOD BANK ARRANGEMENT AID TO AGENCY PERSONNEL

Did you know that blood costs about \$25.00 a pint? This can be an expensive charge if you are hospitalized and require transfusions. The Agency, however, has an account with the American Red Cross Blood Bank. If you or any member of your family require blood, call Employee Services, Ext. [redacted]. The Services Branch will arrange with the Red Cross for blood without cost.

Credit at the Blood Bank is maintained through Agency donors. The

## NEWS ABOUT PEOPLE YOU NOW

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.... [redacted] PAD, is now Placement Officer for Office of Logistics.

... [redacted] has joined PED's Overt Branch. [redacted] is a veteran of 15 years of government personnel work with the Office of the Chief of Ordnance, Department of the Army.

.... It was a boy for the CHARLIE [redacted] on November 30. Name of the new arrival, GINO! Charlie is with the Statistical Reporting Branch of RSD.

.... Also passing out cigars this month was [redacted] of PED. Bob [redacted] wife presented him with PHILLIP [redacted] on December 10.

.... For those who like Christmas music--- [redacted] Admin/CMO, is conducting a choral rendition of Handel's "Messiah" at 11:00 A. M., on Christmas Day, at [redacted].

Everyone welcome!

.... Two recent overseas returnees have added their experience to PAD's DD/P Placement organization. They are [redacted].

.... [redacted], a former overseas contract employee, recently assumed a secretarial position in RSD.

goal is 150 pints a month. If you are able to give blood, be sure to do so next time your Blood Representative contacts you. Or, if you have not been a donor within the last eight weeks, call the Employee Services Branch, Ext. [redacted] and volunteer now. Last Wednesday of each month is our Red Cross day.

S E C R E T

THIRTEEN O/P EMPLOYEES ARE  
AWARD WINNERS

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CONSOLIDATED CHARITIES DRIVE  
TOPS \$100,000

Thirteen Office of Personnel employees have cashed in on the Agency's incentive awards program during the past 2 1/2 years, according to information released this week by Incentive Awards Officer, [REDACTED]

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25X1A9A Topping the list was Insurance and Casualty's Deputy Chief, [REDACTED]

25X1A [REDACTED] who received a \$1,000 superior performance award for his part in developing an insurance program for the Agency.

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Most recent winner was Stanley [REDACTED], of PAD, who received \$20 this month for a suggestion that birth certificates be included in official personnel folders. Other personnel people who submitted award-winning suggestions during the past 30 months were:

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..... [REDACTED] who received \$25 for a suggestion that the motor pool be furnished with the security badge number of a prospective passenger rather than the name.

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..... [REDACTED] of RSD, \$10 for a suggestion that employees on unvouchered funds be informed of the possibility of obtaining loans from the Credit Union.

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..... [REDACTED] received \$20 each for their part in developing a Record of Contact letter which cut down on clerical operations.

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[REDACTED] \$250 each for a suggestion that personal baggage to the FE area be sent as unaccompanied air cargo.

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..... [REDACTED] \$35 for suggesting that a space for telephone extensions be placed on form 51-10, the Routing and Record Sheet.

As of this date, the Agency Consolidated Charities drive has exceeded the \$100,000 mark! Congratulation 25X1A9A to everyone! [REDACTED] Charity Drive Coordinator from Employee Services, is to be especially commended for her contribution to its success.



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..... [REDACTED] \$20 for proposing that the Report of Separation be prepared in carbon interleaved sets and stocked for Agency use.

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..... [REDACTED] \$25, recommended a standard bulletin board notice form.

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..... [REDACTED] \$15 for recommending that CPB have a Notary Public Service.

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..... [REDACTED] of CPB, \$15 each for a suggestion concerning the payment of allowances to overseas personnel.

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